

Position Description

POSITION: IS-02 Secretary-Stenographer, Requirements & Evaluation Office  
(REO), ICS

DUTIES: Provides secretary/stenographer support to a group of senior analysts to include typing final products from rough drafts, and produces a variety of correspondence to include memoranda, letters, reports, briefing papers, etc. Also handles routine administrative duties to include appointment schedules, travel requests, clearance passing, and transportation arrangements. Will be required to provide the full range of administrative and secretarial support to REO Staff and Community working groups.

QUALIFICATIONS REQUIRED: Agency qualified in shorthand and proficient with word processing equipment, particularly the WANG. Ability to deal with senior Intelligence Community officials is paramount. The incumbent must have a knowledge and understanding of the Intelligence Community and experience in dealing with Community committees and working groups.